

CITY OF BURBANK

TRANSPORTATION SERVICES MANAGER

DEFINITION

Under direction, plans, directs, supervises, develops, implements, and evaluates a variety of transportation programs, including but not limited to: senior, disabled, youth, and community based services; and to do related work as required.

ESSENTIAL FUNCTIONS

Initiates, plans, organizes, publicizes, directs, and manages a comprehensive offering of transportation services; manages demand responsive and fixed route plans; provides planning and oversight in coordinating services and contract administration; establishes effective relationships with other City departments for equipment maintenance, service delivery, and transportation planning; assists with developing vehicle specifications to meet service needs; researches, evaluates, and assists in making recommendations on existing and proposed transportation services; insures safety procedures and reports are completed in a timely manner; manages and directs overall program operation, inclusive but not limited to: registration, collection and processing of fees, and operational documentation; assesses community interests in assigned programs and service areas; conducts program evaluations and makes recommendations accordingly; prepares and presents written and oral reports; develops and administers program and special project budgets; identifies and secures alternative funding sources; trains, supervises, and evaluates employees, volunteers, and contractors; makes recommendations regarding hiring, promotions, transfers, and disciplinary action, up to and including termination; prepares and leads staff meetings and in-service training programs; assists with establishing and enforcing policies and procedures; plans, organizes, and conducts collaborative efforts within City departments, school district, and community organizations or agencies; renders routine first aid when needed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of – federal, state, and local laws governing transportation programs; modern office methods, procedures, and equipment; aptitude for evaluating and coordinating numerous programs and staff.
- Skill in – the use of computers and other general office equipment.
- Ability to – motivate, evaluate, and guide staff to achieve service and performance goals; ascertain community needs and achieve department goals; communicate effectively both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major work in Gerontology, Sociology, Transportation Management, Recreation, or closely related field and three years of paid progressively responsible leadership experience in a transportation program including one year at the supervisory level. NOTE: Additional paid leadership experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Transportation Management or closely related field may be substituted for one year of the required paid leadership experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services department, within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Ability to communicate in a second language; knowledge of proper vehicle maintenance procedures; report and grant writing experience; a valid California Class "B" Driver's License.